Aatrix
Year End Procedures

User Manual

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Aatrix Year End Procedures User Manual for Aatrix Top Pay, Ultimate, MacP&L Payroll, and PayCheck

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CHAPTER 1

Year-End Checklist

Chapter overview

The following information is covered in this chapter:

- Overview
- Year-end Checklist

Overview

Use the information in this guide to help you complete your 2003 payroll year (e.g., printing W-2s) and get your payroll program ready for 2004 (e.g., updating your tax tables). The following Year-End Checklist is provided as a guide to make this process run more smoothly.

Year-End Procedures checklist

Use the following checklist as a guide for getting your payroll program ready to process payroll in 2004.

After processing the last payroll for 2003

1. Back up your payroll data by selecting **File** > **Back Up** from the File menu.

2. Print the following reports for 2003.

   - **Pay History Detail** report for 2003 (Include Totals).
   - **Pay History Summary** report for 2003.
   - Any other custom reports you need.

3. Install the **Year-end Update**. Refer to the installation instructions included with the Year-end Update package. For more information, please see "Update Your Tax Tables" on page 2-1.

   This step automatically updates the following items:

   - Tax Tables for 2004.
   - Employee Deductions for 2004.
   - Employer Paid Contributions for 2004.
   - You must update your SUTA (State Unemployment Tax Act) rates manually.

Note: After installing the 2004 tax tables, the Federal and State Deductions in all of your pay history files will be retitled to 2004. ***Ignore this!*** *Your pay history records will accurately reflect the pay period you choose from the pop-up menu when doing a pay history inquiry for a previous fiscal year.*

4 Generate all relevant federal (e.g., W-2, 940, 941) and state payroll reports.You can generate these reports at any time in 2004 as long as you don't close out your 2003 payroll records.

5 Year-end close out. (Optional)

- You are not required to close out your payroll records. this means that you can maintain your payroll data indefinitely within the payroll program.
- Do not run the **Year-End close out** procedures until you no longer need your 2003 payroll data. We recommend that you maintain your payroll data for at least three years.
- You can process your 2004 payroll with no effect on any of your pay history records.
- Before performing the **Year-End close out**, be sure to make a final backup of your payroll files. Consult your CPA in regard to how many years of payroll data you need to maintain.

CHAPTER 2

Update Your Tax Tables

Chapter overview

The following information is covered in this chapter:

- Overview
- Installing the year-end update

Overview

General Tax Tables Update Information

Our tax tables are based on computer formulas provided by the Federal and State governments, thus you may find slight differences between the program's calculations and the Estimating Table the government uses. All the tax calculations are based on annualized computer formulas.

Installing the Year-End Update automatically updates the payroll Tax Tables, Employee Paid Social Security and Medicare deductions as well as Employer Paid Social Security and Medicare Contributions.

Note: If you are using a multi-company payroll program, each company must be updated separately.

The pay history of your employees can be stored in your payroll program indefinitely. This means:

- You do not have to execute the year-end closeout procedures until you no longer need your employee payroll data
- You can install the 2004 tax tables and process 2004 payroll without affecting your 2003 pay history.

Installing the Year-End Update

You must install the **Year-End Update** after processing your last payroll for 2003, but before processing your first payroll for 2004.

Instruction Set 2–1: Installing the Year-end Update

1 Backup your payroll data using the **File** > **Backup** command. For more information, please see "Backing Up Data" on page 6-1

2 Print the following reports for 2003.

- **Pay History Detail** report for 2003 (Include Totals).
- **Pay History Summary** report for 2003.
- Any other custom reports you need.

3 Install the **Year-end Update**. Refer to the **Installation Instructions** included with the Year-end Update package. This step automatically updates the following items:

- Tax Tables for 2004.
- Employee paid Social Security and Medicare Deductions for 2004.
- Employer paid Social Security and Medicare Contributions for 2004.
- You must *manually* update your SUTA rates.

4 To ensure that your Tax Tables updated correctly, go to the Process Payroll tab window and verify that all of your payroll items are calculating.

CHAPTER 3

Form W-2 and W-3

Chapter overview

The following information is covered in this chapter:

- Overview
- Processing & Printing W-2s
- Printing Form W-3
- Troubleshooting

Overview

This chapter discusses how to process and print the W-2 Forms as well as how to print the W-3 Forms.

Important Notes

- The Year-end Update contains all the 2003 changes to Forms W-2 and W-3. Install the Year-end Update after processing your last payroll for the year but before processing and printing your W-2s and W-3 for the year.
- You must use the 2004 Year-end Update to process and print your 2003 W-2s. You cannot print W-2s from a W-2 Queue that were created with earlier versions of the payroll program.
- The instructions provided in this chapter apply only to those users who have purchased their W-2 forms directly from Aatrix Software.
- To order Aatrix's W-2 forms, call Aatrix at 1-800-426-0854. If you are using non-Aatrix W-2 forms, refer to your payroll User Guide in regard to aligning the W-2 fields.
- You must disable Adobe Type Manager and Adobe Reunion, any version prior to 3.0, before printing your W-2s and W-3 form.

Processing and Printing W-2s

The processing and printing of W-2s is laid out a series of steps. Follow each step carefully.

- Step 1 - Before processing and printing W-2s
- Step 2 - Processing your W-2s
- Step 3 - Printing a W-2 Queue Detail Report
- Step 4 - Printing your W-2s

Step 1 - Before processing and printing W-2s

- Click the Company tab and verify that your company information (e.g., company name, address, Federal ID and State ID numbers, etc.) is entered correctly. Your Federal ID number should be entered in the following format XX-XXXXXXX (replacing the X's with the appropriate number and including the hyphen).
- If your printer has a feature called Background Printing, turn it off before you open your payroll program and start printing your W-2s.
- If you have a deduction that you want printed in the State or Local portions of the W-2 form (e.g., California SDI), and the deduction is currently not set up as a State or County Type, you must change the deduction type to State or Local (whichever applies).

Instruction Set 3–1: Changing a deduction type

1 In the Payroll Items tab window, choose **Employee List Settings** located at the top of the Employee List.

2 Double-click the deduction you need to edit.

3 In the Edit Deduction dialog, change the deduction type to either State Income Tax or Local Income Tax and click **OK**.

4 Click **Yes** to update the list of employees.

5 In the Reports tab window, process your W-2s. (Step 2 below)

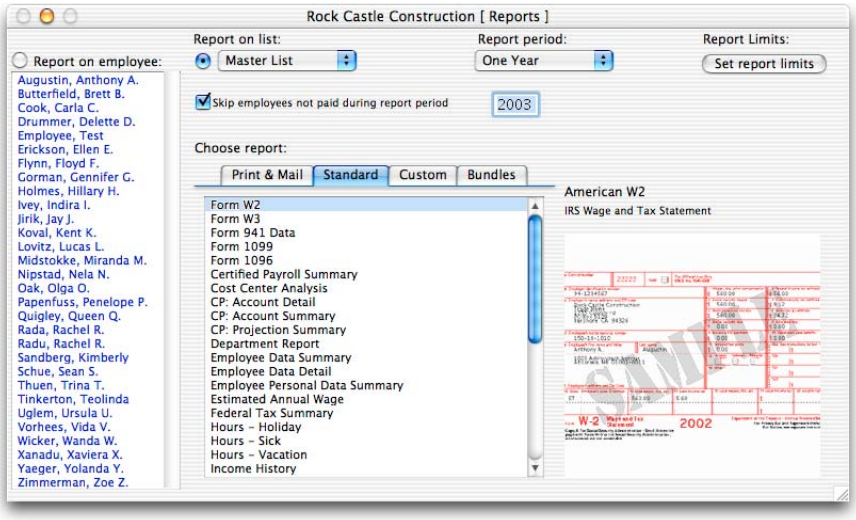
6 After processing / queueing your W-2s, make sure you change the deduction type back to its original setup and update the Master List.

Step 2 - Process Your W-2s

Processing a W-2 is composed of two basic steps: 1) Processing an employee W-2 and 2) Queuing the W-2 into the W-2 Report Queue. If applicable, use the commands in the Report menu to help in the processing of your W-2s. A brief description of each command in this menu is provided in Appendix A, "The Report Menu" on page A-2.

Instruction Set 3–2: Processing employee W-2s

1 Launch payroll program. In the Reports tab window, select the Standard tab. Select Form W2 from the Reports list.



Note: If the Form W-2 report option is not displayed in the Reports list, click the ***Edit List*** *button. In the Edit List window, make sure the Form W-2 report is selected for display in the Reports List.*

2 Select either Report on List or Report on Employee and then select the appropriate list from the pop-up or employee name.

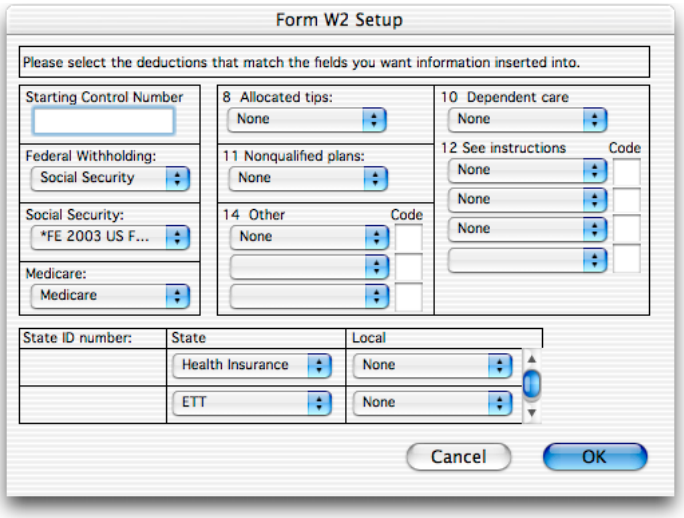
3 The **Report period** pop-up will default to One Year and the year 2003 will display in the field directly below.

4 You can narrow down the W-2s to be printed in the **Report Limits** box by selecting to print for a specific department, pay period or other limits.

5 Click the **Preview Report** button at the top of the Reports list to display the **W-2 Form Setup** window.

W-2 Form Setup Window

Detailed information about any of the boxes on the W-2 can be obtained by calling the IRS at 800-TAX-FORM and requesting the pamphlet called "Instructions for Form W-2" or accessing http://www.irs.ustreas.gov.



Control Number

This box is optional. It can be used as a counter to identify individual W-2 forms. If you enter a number here, the program will increment the control number by one on each W-2 that is added to the W-2 Queue.

Deductions

Select the proper deduction names from the pop-up menus to match the fields. For example, your Federal Withholding deduction must be selected for the Federal Withholding field.

Box 12

Select the deduction from the pop-up menu, then enter its code using capital letters. Do not use this box to report any item that is not listed below.

A	Tips (uncollected Social Security tax on)
B	Tips (uncollected Medicare tax on)
C	Group term life insurance in excess of $50,000
D	401(k) cash or deferred compensation plans
E	403(b) salary reduction agreements
F	408(k)(6) salary reduction SEPs
G	457(b) deferred compensation plans for state and local government employees
H	501(c) (18) (D) tax exempt plans
J	Sick pay (nontaxable)
K	Golden parachute payments - 20% excise tax on excess golden parachute payments
L	Employee business expense reimbursements
M	Group-term life insurance coverage exceeding $50,000 for former employees and retirees (uncollected Social Security tax on)
N	Group-term life insurance coverage exceeding $50,000 for former employees and retirees (uncollected Medicare tax on)
O	Moving expenses reimbursements (excludable) paid to an employee
Q	Military basic quarters, subsistence allowances, combat zone compensation
R	Medical savings account contributions made by the employer
S	408(p) Simple retirement account contributions made by an employee
T	Adoption assistance (employer-provided)

Box 14

This box may be used for any other information you want printed on the W-2s, such as SDI, union dues, health insurance premiums deducted, nontaxable income, voluntary after-tax contributions, Sec.414(h)(2) contributions, educational assistance payments, and parsonage allowances.

Reporting more than three items in Box 12 or 14

No more than three items can appear in Box 12 or Box 14. Additional items can be reported on a separate W-2. To accommodate an employee that needs to report more than 3 items in Box 12 and/or Box 14:

- Queue the employee's complete W-2.
- Select **Previous** to bring up this employee again.
- Zero out all of the federal tax data.
- Enter the additional codes and amounts.
- Queue this employee's W-2.

State/Local Withholding

The bottom section of the Form W-2 Setup window is used to setup the State and Local Withholding deductions.Select your state deduction from the pop-up menu. The program automatically fills in the State ID number field for you. If applicable, select your Local Withholding deduction from the pop-up menu. The program allows you to set up a maximum of 10 state/local withholding deductions.

Reporting more than two items in Boxes 16 - 21

Boxes 16 - 21 provides for up to two state and local withholdings. Additional state/local withholdings should be reported on separate W-2s. If you have an employee that reports for more than 2 states:

- Queue the employee's complete W-2.
- Select **Previous** to bring up this employee again.
- Zero out all of the federal tax data.
- Enter the appropriate state and local withholding information.
- Queue this employee's W-2.

*Note: If necessary, you can use the Get Value command in the Report menu (**Report > Get Value**) to assign a payroll variable to a field on the W-2 form. Refer to Appendix A for detailed information about the Get Value command.* See "Get Value" on page A-2.

6 Complete the W-2 Setup window and click the **OK** button.

The W-2 screen for the first employee in the Employee List will appear. It is designed to look like an actual W-2 form. The fields are automatically filled in with the employee's Pay History information. you can change any of the amounts by clicking the cursor in a field and typing in the new amount. you can use the tab key to move from field to field.

7 Verify that there are no W-2s in the W-2 Report Queue. To do so, select **Report** from the menu and choose **View/Print Queue**. If there *are* any W-2s in the queue, select **Remove All** and click Yes in the verification window.

*Note: The View/Print Queue command is greyed out when the W-2 Report Queue is empty. A brief description of each command in the **Report** menu can be found in Appendix A, see* "Menu Commands" on page A-1.

8 Process the first employee's W-2 by making sure all the information is entered correctly. When everything appears to be in order, select the **Add to Queue** command from the **Report** menu.

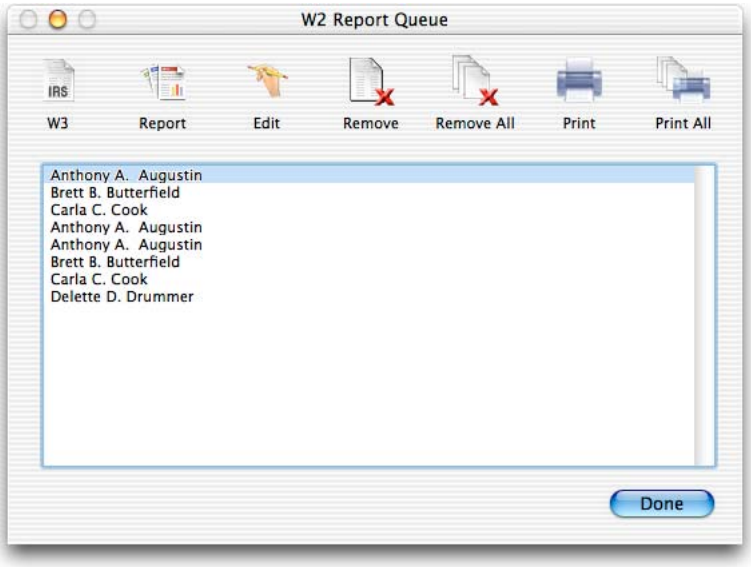
9 After the W-2 is queued, the next employee in the Employee List is displayed in the W-2 screen. Process this employee's W-2 and then queue it.

Repeat this procedure for every employee who worked for you throughout the year. After processing and queuing all the employees, you can either move on to the next step **The W-2 Report Queue** or return later to print your W-2s. If you want to print your W-2s at a later time, select **Exit Report** from the **Report** menu

10 To continue with the W-2 processing / printing procedures, select **View/Print Queue** from the **Report** menu.

The W-2 Report Queue

The **W-2 Report Queue** lists all the names of the employees whose W-2s have been selected for processing. You will use the W-2 Report Queue after completing the **Form W-2 Setup** window and then using the **Report** > **Add to Queue** command to add each individual employee to the **W-2 Report Queue**.



Note: The W-2 Report Queue is designed so that it saves all the W-2s that are entered into the W-2 Queue until they are printed. This feature allows you to quit the payroll program at anytime and then return later to print your W-2s.

W-2 Report Queue buttons

This section provides a brief description of each command button in the **W-2 Report Queue**.

W3

Clicking the W3 button brings up a dialog which allows you to print your W-3 Form. Refer to "Printing Form W-3" on page 3-24 for detailed instructions.

Report

Clicking the Queue Detail Report button allows you to print a report that displays the W-2 information for each employee in the **W-2 Report Queue** as well as the totals. Refer to "Step 3 - Print the W-2 Queue Detail Report" on page 3-13 for detailed instructions.

Edit

Use the Edit button to edit an employee's W-2 before printing it.

Remove

Use the Remove button to remove an individual W-2 form from the **W-2 Report Queue**.

Note: Before deleting your W-2s it is strongly recommended that you make a backup of the W-2 Queue. To make a backup, copy the Payroll W-2 Queue file which is located in the Employee Files f folder to a floppy diskette. You will need to do a backup for each type of W-2 generated.

Remove All

Use the Remove All button to remove all W-2 forms that are currently entered in the W-2 Report Queue.

Print

Use the Print button to print only the W-2s of those employees you have selected (highlighted) in the W-2 Report Queue scrolling list.

Note: If you don't want to print all of the queued W-2s at one time, you can send to the printer only those employees you have selected in the W-2 Report Queue scrolling list. This allows you to print your W-2s in batches of whatever number you find necessary for whatever reason you may have. For example, if you have 200 employees in your W-2 Report Queue, you may find it easier to print your W-2s in batches of 25.

Print All

Clicking the **Print All** button allows you to print all the **W-2s** that are currently in the W-2 Report Queue.

Done

To quit processing W-2s, click **Done** to close the W-2 Report Queue window.

Step 3 - Print the W-2 Queue Detail Report

The **Queue Detail Report** displays the W-2 information and totals for each employee. Before printing your W-2s, use this report to verify that all of the W-2 information for each employee in the queue is correct.

Instruction Set 3–3: Printing a W-2 Queue Detail Report

1. Click the **Report** button in the W-2 Report Queue window.

2. Click the **Print** button in window that appears.

   - Examine the Queue Detail Report to verify the W-2 information for each employee is accurate.
   - Make sure that there are no duplicated or unnecessary entries. The values for the W-3 report come directly from the W-2s that are in the W-2 Report Queue.
   - If you find an error, select (highlight) the employee whose W-2 needs to be corrected, then click the **Edit** button. The W-2 for the selected employee will display for any corrections that you may need to make. After making all corrections, print the report again and re-verify the information.

3. Print your W-2s when you are sure that all the W-2 information in the W-2 Report Queue is correct.

Step 4 - Print Your W-2s

Printing process in general

W-2s and 1099s both require printing four separate sets of copies to complete the entire printing process. The four different sets of copies are as follows:

- **Federal Red Copy**: This phase of **W-2** printing, prints the Federal Copy A copies. The program prints “just the numbers” on the pre-printed Federal (Red Copy A) forms that you send to the government. Two different employees are printed on each pre-printed form.
- **Employer Copy**: This phase of **W-2** printing, prints the Employer copies. The program prints “Numbers and background picture” on perforated legal size sheets with four different employees printed to a sheet.
- **Employee Copy**: This phase of **W-2** printing, prints your Employee copies. The program prints “Numbers and background picture” on perforated legal size sheets. Each employee receives a sheet with four W-2s on it (a federal, state, local, and personal copy).
- **Notice to Employee**: This phase of **W-2** printing, prints the “Notice to Employee” information sheet onto a piece of 8.5 x 11 plain paper. All your employees should receive a “Notice” along with their W-2. The program prints two employee notices per sheet of paper.

Pre-printed Form or Plain Paper?

There are two options for printing government report forms.

- **Print the numbers and background picture.**

  This option prints a reproduction of the government form including the text, boxes, and numbers (amounts) exactly as you see it on the screen, onto a **blank piece of paper**.

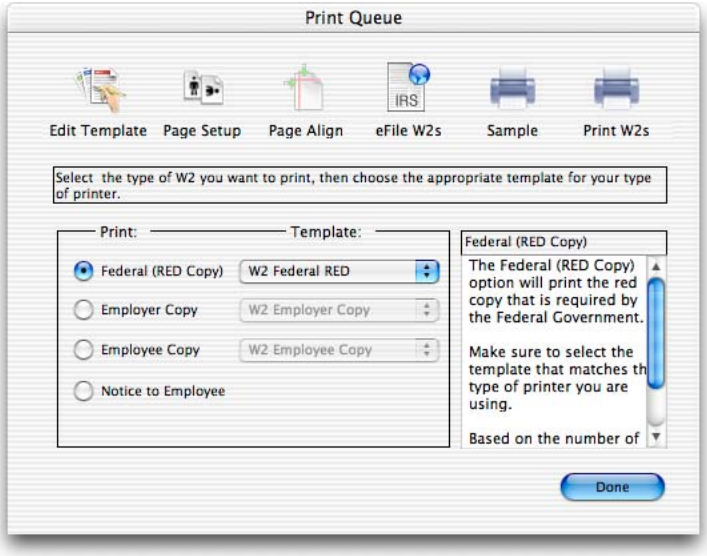
- **Print just the numbers.**

  This option prints only the numbers (amounts) of your payroll report onto a **pre-printed government form**.

Note: In general, it is always a good idea to print a "test" page before printing onto "pre-printed" or "perforated" forms.

Print Queue Window

The **Print Queue** window is used to print your W-2 forms. The Print Queue is accessed from the **W-2 Report Queue** window, by clicking either the **Print** or **Print All** buttons.


Print Queue
Edit Template
Page Setup
Page Align
eFile W2s
Sample
Print W2s
Select the type of W2 you want to print, then choose the appropriate template for your type of printer.
Print:
Template:
Federal (RED Copy)
W2 Federal RED
Employer Copy
W2 Employer Copy
Employee Copy
W2 Employee Copy
Notice to Employee
Federal (RED Copy)
The Federal (RED Copy) option will print the red copy that is required by the Federal Government.
Make sure to select the template that matches th type of printer you are using.
Based on the number of
Done

Print Queue buttons

Use the Print Queue buttons to complete the printing process.

Edit Template

Use the Edit Template button after printing a Sample W-2, to modify the W-2 template.

*Note: Refer to the **Check Designer** chapter in the **User Guide** for detailed information on editing templates.*

Page Setup

Use the Page Setup button to set up your page (paper size, orientation and scaling) for printing your W-2s.

Print Align

The Print Align feature allows you to move all the template fields vertically and horizontally by the number of pixels you enter. The scale for pixels is pre-set at 72 pixels = 1 inch. Set up your Vertical and Horizontal alignments. These settings will be applied to all phases of W-2 printing until you exit the W-2 mode. Upon exiting the W-2 mode, the values are reset back to zero.

Efile W2s

If you have enrolled in Aatrix's EFTPS program, you would use this button to creates the W2 Report file.

Sample

Use the Sample button to print a sample W-2 for the currently selected template. Be sure to select the template that matches the W-2 you are printing. For example, if you are printing the Federal Copy, make sure the Federal Template is selected.

Note: The sample printout contains actual employee data from the W-2 Report Queue.

Print W-2s

Use the Print W-2s button to print your W-2 forms.

Done

Use the **Done** button to exit out of the Print Queue window.

Print the W-2 Federal Copy

This is the Federal Red Copy A that you remit to the federal government.

Instruction Set 3–4: Printing the W-2 Federal copy

1. Select **Report** > **View/Print Queue**.
2. From the **W-2 Report Queue** window click the **Print All** button.
3. In the **Print Queue** window, click **Federal (Red Copy)** radio button.
4. From the **Template** pop-up menu, select **W2 Federal Red**.
5. Click the **Page Setup** button to set up your page (paper size, orientation and scaling) for printing your W-2s.
6. From the **Paper Size** pop-up menu, select **US Letter**, then click **OK**.
7. Click the **Sample** button.
8. From the print dialog window, click the **Print** button.
9. To verify that all the fields are aligned correctly, take your sample print-out and hold it over an actual W-2 form.
   - If the text on your sample printout lines up to an actual pre-printed form, continue on to the next step.

- If the text on your sample printout does not line up to the actual pre-printed form:
  - Click the **Page Align** button if the field location needs to be adjusted; up, down, left or right. When finished adjusting, click the **OK** button to return to the W-3 window.
  - Click the **Edit Template** button if the fields contain the wrong data or need to be removed. When finished adjusting, click **OK** button to return to the W-3 window.

Note: The Print Queue window will indicate how many forms you need to insert into your printer. This is indicated in the 3rd paragraph of instructions in the scrolling list window on the right hand side of the Print Queue window.

10 Click the **Print W-2s** button.

11 From the **Paper Size** pop-up menu, select **US Letter**, then click **OK**.

12 From the print dialog window, click the **Print** button.

Print the Employer Copy

The **Employer Copy** is for the employer's records. It will print four employees per each 8.5 x 14 perforated sheet form.

Instruction Set 3–5: To print the Employer Copy, do the following:

1 From the menu bar, select **Report** > **View/Print Queue**.

2 From the **W-2 Report Queue**, select **Print All**.

3 From the **Print Queue** dialog, click the **Employer Copy** radio button.

4 From the **Template** pop-up menu, select **W2 Employer Copy**.

5 Click **Page Setup** to set up your page (paper size, orientation and scaling) for printing your W-2s.

6 From the **Paper Size** pop-up menu, select **US Legal**, then click **OK**.

7 Click the **Sample** button.

8 Insert the legal size perforated sheet into the manual feed on your printer.

9 From the print dialog window, click the **Print** button.

Note: The Sample button will only print 3 of the 4 W-2 copies onto the sheet.

10 To verify that all the fields are aligned correctly, take your sample print-out and hold it over an actual W-2 form.

- If the fields on the sample printout do not align on the form, use the **Align Printing** button to align the printout.
- If the fields on the sample printout contain the wrong data, use the **Edit Template** button to correct the problem.
- If the fields on the sample printout are aligned and the data within the fields is correct, then continue on to the next step to print all the Employer W-2s.

Note: The Print Queue window will indicate how many forms you need to insert into your printer. This is indicated in the 3rd paragraph of instructions in the scrolling list window on the right hand side of the Print Queue window.

11 Click the **Print W-2s** button.

12 From the **Page Setup** button > **Paper Size** pop-up menu, select **US Legal** and then click **OK**.

13 Insert 8.5 x 14 perforated sheets into your printer.

14 From the print dialog window, click the **Print** button.

Print the Employee Copy

This is the copy that goes to your employees. This printout contains copies of four W-2s on it. These are the copies that the employee remits with their federal, state, and local tax returns.

Instruction Set 3–6: To print the Employee Copy, do the following:

1 From the menu bar, select **Report > View/Print Queue**.

2 From the **W-2 Report Queue**, select **Print All**.

3 From the **Print Queue** dialog, click the **Employee Copy** radio button.

4 Click **Page Setup** to set up your page (paper size, orientation and scaling) for printing your W-2s. From the **Paper Size** pop-up menu, select **US Legal**, then click **OK**.

5 Click the **Sample** button.

6 Insert the legal size perforated sheet into the manual feed on your printer.

7 From the print dialog window, click the **Print** button.

Note: The Sample button will only print 3 of the 4 W-2 copies onto the sheet.

8 To verify that all the fields are aligned correctly, take your sample printout and hold it over an actual W-2 form.

- If the fields on the "sample" printout do not align on the form, use the **Align Printing** button to align the printout.
- If the fields on the "sample" printout contain the wrong data, use the **Edit Template** button to correct the problem.
- If the fields on the sample printout are aligned and the data within the fields is correct, then continue on to the next step to print all the Employee W-2s.

Note: The Print Queue window will indicate how many forms you need to insert into your printer. This is indicated in the 3rd paragraph of instructions in the scrolling list window on the right hand side of the Print Queue window.

9 Click the **Print W-2s** button.

10 From the **Paper Size** pop-up menu, select **US Legal**, then click **OK.**

11 Insert 8.5 x 14 perforated sheets into your printer.

12 From the print dialog window, click the **Print** button.

Print the Notice to Employee Copy

The **Notice to Employee** option prints a page that describes the fields on the W-2 Form. The notice must be given to each employee with their W-2.

Instruction Set 3–7: To print the Notice to Employee Copy, do the following:

1. From the menu bar, select **Report** > **View/Print Queue**.
2. From the **W-2 Report Queue**, select **Print All**.
3. In the **Print Queue** window, click the **Notice to Employee** radio button.
4. Click the **Sample** button.
5. Insert the letter size perforated sheet into the manual feed on your printer and from the print dialog window, click the **Print** button.
6. To verify that all the fields are aligned correctly, take your sample print-out and hold it behind an actual W-2 form.
   - If the fields on the sample printout do not align on the form, use the **Align Printing** button to align the printout.
   - If the fields on the sample printout contain the wrong data, use the **Edit Template** button to correct the problem.
   - If the fields on the sample printout are aligned and the data within the fields is correct, then continue on to the next step to print all the Employee W-2s.

Note: The Print Queue window will indicate how many forms you need to insert into your printer. This is indicated in the third paragraph of instructions in the scrolling list window on the right hand side of the Print Queue window.

7 Click the **Page Setup** button and from the **Paper Size** pop-up menu, select **US Letter**, then click **OK**.

8 Click the **Print** button in the Print dialog window. The program prints two **Employee Notices** per sheet of paper.

Printing Form W-3

The **Form W-3** report is a summary of all the **W-2 forms** you are submitting to the Social Security Administration. The information for your W-3 report is extracted from the W-2s in the W-2 Report Queue. Therefore, you must make sure that all your employees who worked for you throughout the year are in the **W-2 Report Queue** and that you do not have any duplicated or unnecessary entries.

There are two ways to access the Print W-3 Form window. You can either click the W-3 button in the W-2 Report Queue window or preview the American W-3 report which is listed in the Reports List of the Reports tab window.

Instruction Set 3–8: Printing the W-3 report

1. From the menu bar, select **Report** > **View/Print Queue**.
2. In the **W-2 Report Queue** window, click the **W-3** button to display the **Print W-3 Form** window.
3. From the **Print using the template** pop-up menu, verify **W3 Form** displays.
4. Select the **Kind of Payer** by placing checkmarks in the appropriate boxes.
5. **Field d**: Enter the Establishment Number.
6. **Field h**: If applicable, enter the other EIN (Employer Identification Number).
7. **Field 13**: Enter the third-party sick pay.
8. **Field 14**: Enter the income tax withheld by third-party payer.

9 **Contact person**: Enter your company's contact person. This information will default from the Company window, but you can override this information for this window. (This won't affect the contact person information in the Company window.)

10 From the **Paper Size** pop-up menu, select **US Letter**, then click **OK**.

11 Click the **Sample** button.

- Insert 8 1/2" x 11" plain paper sheets into the manual feed of your printer (or pre-printed RED W-3 forms) to print your samples.
- Because printers differ on how they "grab" paper, be sure to note how your printer prints (e.g., face up, face down direction).

12 From the print dialog window, click the **Print** button.

13 To verify that all the fields are aligned correctly, take your sample printout and hold it over an actual W-3 form.

- If the text on your sample printout lines up to an actual pre-printed form, continue on to the next step.
- If the text on your sample printout does not line up to the actual pre-printed form:
  - Click the **Page Align** button if the field location needs to be adjusted; up, down, left or right. When finished adjusting, click the **OK** button to return to the W-3 window.
  - Click the **Edit Template** button if the fields contain the wrong data or need to be removed. When finished adjusting, click **OK** button to return to the W-3 window.

14 Compare the values on the sample W-3 form with your **W-2 Queue Summary Report** and **Totals report** to ensure that they match.

Note: The program prints the Sample W-3 using actual employee W-2 information from the W-2 Report Queue.

15 Insert the RED W-3 form into the manual feed on your printer once the sample printout lines up to the actual pre-printed form and you know the values are correct.

16 Click the **Print W3** button.

17 From the **Paper Size** pop-up menu, select **US Letter**, then click **OK**.

18 From the print dialog window, click the **Print** button.

*Note: Before **deleting** the W-2s from the W-2 Queue, **copy** the Payroll W-2 Queue file located in the Employee Files f folder to a floppy diskette. This will provide you with a backup if you ever need to access the information at a later date.*

Troubleshooting

Q **My W-2s do not look right when I print them out. What do I need to do to correct this?**

A *If the layout of your W-2 printout does not look right, verify that you have selected the correct template. For example, if you need to print just the numbers on the RED Copy A federal form, you must select the "W-2 Federal Red" template that is appropriate for your printer. if any other template is selected (e.g., employee copy), your printer will print the layout of the selected template.*

Q **My state ID # does not appear on the W-2 Setup window?**

A *Click the **Company** tab. Select your **state** from the list and enter your **state ID** # in the appropriate field.*

Q **My W-2s print black over the entire form.**

A *Your color match for your printer is set to Black/White. Set your color match or print options to Color/Grayscale.*

Q **My W-2 Queue shows all garbled data.**

A *Your W-2 Queue file is still in your files from last year. To remedy this situation you will need to trash the W-2 Queue file that is located in Aatrix Payroll/Company folder/ Employee Files folder. You should then relaunch the program and re-queue the W-2s.*

CHAPTER 4

Form 1099 and 1096

Chapter overview

The following information is covered in this chapter:

- Overview
- Processing and printing 1099 Forms
- Printing Form 1096

Overview

This section describes a brief overview on how to process and print your 1099s and Form 1096. Please review this information before you begin processing and printing your 1099s.

Important Notes

- The ability to generate **Form 1099** and **Form 1096** is a feature contained in **Aatrix Top Pay**, **Ultimate Payroll**, and **MultiUltimate Payroll**. If you are using a different accounting program, you can still process 1099 forms by upgrading your payroll application by contacting the Aatrix sales department at 1-800-426-0854.
- At the end of each year, 1099s are required for any non-employees and subcontractors that you pay during the course of the year.

  If you are an Aatrix MacP&L user, you can use the "1099 Exchange" feature to convert your 1099 data into the payroll program. If you are not a MacP&L user, the best way to process 1099s for individuals who aren't already set up as employees in the payroll program is to create a employee file for each 1099 recipient. Enter the amount paid in the gross pay field of the Process Payroll window and then record the check.
- The **Year-end Update** contains all the changes to Form 1099 (DIV, INT, MISC) and 1096 for **2003**, so be sure to install the update on your computer prior to processing and printing your 1099s and 1096.
- The instructions in this chapter only apply to those users who purchased their **1099** forms directly from Aatrix Software. If you don't have these 1099 Forms, we encourage you to call Aatrix at 1-800-426-0854 to order your 1099 forms in the quantity that you need. If you are using **non-Aatrix** 1099 forms, refer to the **User Guide** for information on moving and aligning fields.
- If you need to generate more than one type of 1099 form (DIV, INT, MISC), you must process and print the forms in separate batches.

Processing and Printing 1099 Forms

The processing and printing of your 1099s is laid out in a series of steps. Follow each step carefully as it will make the processing and printing of your 1099s run more smoothly.

- Step 1 - Before processing and printing 1099s
- Step 2 - Processing / queuing your 1099s
- Step 3 - Printing your 1099s

Step 1 - Before processing and printing 1099s

- Click the Company tab and verify that your company information (e.g., company name, address, Federal ID and State ID numbers, etc.) is entered correctly. Your Federal ID number should be entered in the following format XX-XXXXXXX (replacing the X's with the appropriate number and including the hyphen).
- If your printer has a feature called Background Printing, turn it off before you open your payroll program and start printing your 1099s.
- If you are a MacP&L user, create a 1099 Exchange file. For details, refer to "1099 Exchange for Aatrix MacP&L" on page A-7 in Appendix A.

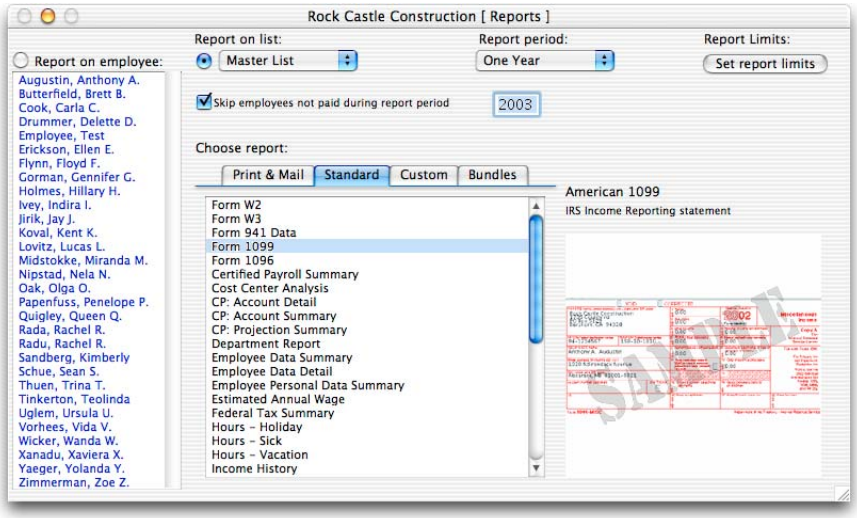
Step 2 - Processing your 1099s

Processing a 1099 is composed of two basic steps: 1) processing a recipient 1099 and then 2)queuing that 1099 Report Queue.

If applicable, use the commands in the Report menu to help in the processing of your 1099s. A brief description of each command is provided in Appendix A in this manual. For more information please see "The Report Menu" on page A-2.

Instruction Set 4–1: To process recipient's 1099

1 From the payroll program, open **Reports** tab window.



2 From the **Report on list** pop-up menu, select the Employee List containing your 1099 recipients.

3 Select the Standard tab and from the **Reports** list select **Form 1099**.

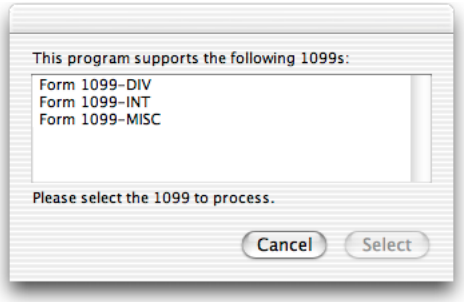
*Note: If the Form 1099 report option is not displayed in the Reports list, click the **Edit List** button. In the Edit List window, make sure the Form 1099 report is selected for display in the Reports List.*

4 Under **Report period**:

- The **One Year** option allows you to print your 1099s after the new year has started. The program separates your new data from the old year data for the purposes of processing and printing your 1099s.
- The current **Year** will display by default. If you need to print for a prior year, you can enter the year in this field.

5 You can narrow down the 1099s to be printed in the **Report Limits** section by selecting to print for a specific department, pay period or other limits.

6 Click the **Preview Report** button at the top of the Reports list to display the **W-2 Form Setup** window.



7 Select the type of **1099** (DIV, INT, MISC) to process and click **Select**.

The **1099 Form** appears on the screen for the first individual in the Employee List. It is designed to look like an actual 1099 form. The fields are automatically filled in with the individual's Pay History information.

8 Verify that there are no 1099s in the 1099 Report Queue. To do so, from the **Report** menu, select **View/Print Queue**. Click the **Remove All** button and then click **Done**.

Note: The View/Print Queue command is greyed out when the queue is empty.

9 Process the first 1099 recipient by making sure all the information is entered correctly. When everything appears to be in order, select the **Add to Queue** command from the **Report** menu. After the 1099 is queued, the next 1099 recipient from the Employee List is displayed in the 1099 screen.

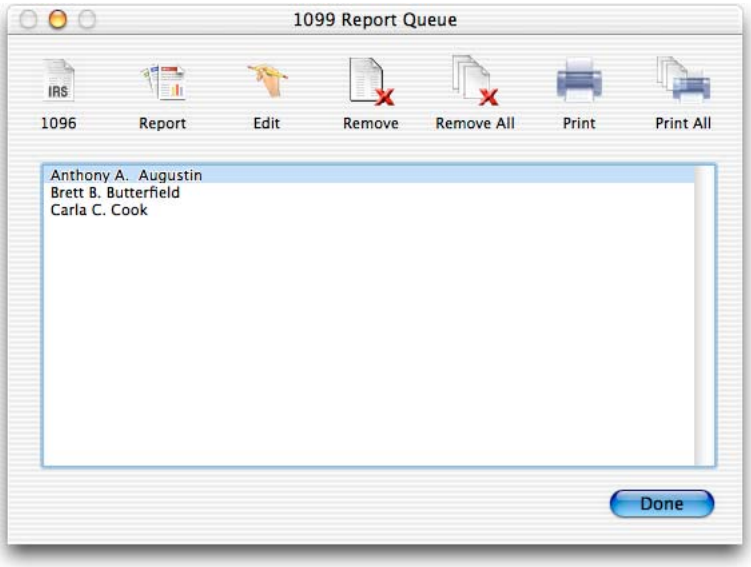
10 Repeat until all the 1099 recipients have been added to the **1099 Report Queue**.

11 To continue with the W-2 processing / printing procedures, select **View/ Print Queue** from the **Report** menu.

*Note: You may quit the program at any time during the Queuing process by selecting **Report** > **Exit Report**. All the 1099s that you queued will be saved and you can print them when you return to the program.*

The 1099 Report Queue

The **1099 Report Queue** lists all the names of subcontractors whose 1099s you have selected for processing.



The payroll program provides you with three different types of 1099 forms (DIV, INT, and MISC). You must process and print each type of 1099 form (MISC, INT, DIV) in separate batches. After processing and printing the first batch of 1099 forms and the associated Form 1096, delete the 1099 Report Queue and then process and print the next batch of 1099 forms and the related Form 1096.

Note: The 1099 Report Queue is designed so that it saves all the 1099s that are entered into the 1099 Report Queue until they are deleted. This feature allows you to quit the program at anytime and then return later to print your 1099s.

1099 Report Queue buttons

This section provides a brief description of each command button in the **1099 Report Queue**.

1096

Clicking the **1096** button brings up a dialog which allows you to print your 1096 Form. Refer to the section **Processing and Printing Form 1096** for detailed information.

Edit

Click the Edit button to edit a 1099 Form while in the 1099 Report Queue.

Remove

Use the **Remove** button to delete an individual **1099** from the 1099 Report Queue.

Note: Before deleting your 1099s it is strongly recommended that you make a backup of the 1099 queue. To make a backup, copy the Payroll 1099 Queue file which is located in the Employee Files f folder to a floppy diskette. You will need to do a backup for each type of 1099 (MISC, DIV, INT) generated.

Remove All

Use the **Remove All** button to delete all **1099** forms that are currently entered in the 1099 Report Queue.

Print

Use the **Print** button when you only want to print **1099s** for a selected number of subcontractors listed in the **1099 Report Queue**.

Print All

Clicking the **Print All** button allows you to print all the **1099s** that are currently in the 1099 Report Queue.

Done

To quit processing 1099s, click Done, to close the 1099 Report Queue window.

Step 3 - Print your 1099s

This section will discuss how to print 1099 forms from the Report Queue.

- If your printer has a feature called Background Printing, turn it off before you open your payroll program and start printing your 1099s.
- The 1099 printing instructions assume you've already clicked the Print or Print All button in the 1099 Report Queue window and the Print Queue window is active.

Printing process in general

W-2s and 1099s both require printing four separate sets of copies to complete the entire printing process. The four different sets of copies are as follows:

- **Federal Red Copy**: This phase of **1099** printing, prints the Federal Copy A copies. The program prints "just the numbers" on the pre-printed Federal (Red Copy A) forms that you send to the government. Two different subcontractors are printed on each pre-printed form.
- **Employer Copy**: This phase of **1099** printing, prints the Employer copies. The program prints "Numbers and background picture" on perforated legal size sheets with four different subcontractors printed to a sheet.

- **Employee Copy**: This phase of **1099** printing, prints the Subcontractor's copies. The program prints "Numbers and background picture" on perforated legal size sheets. Each subcontractor receives a sheet with four 1099s on it (a federal, state, local, and personal copy).
- **Notice to Recipient**: This phase of **1099** printing, prints the "Notice to SubContractor" information sheet onto a piece of 8.5 x 11 plain paper. All your subcontractors should receive a Notice along with their 1099. The program prints two subcontractor notices per sheet of paper.

Pre-printed Form or Plain Paper?

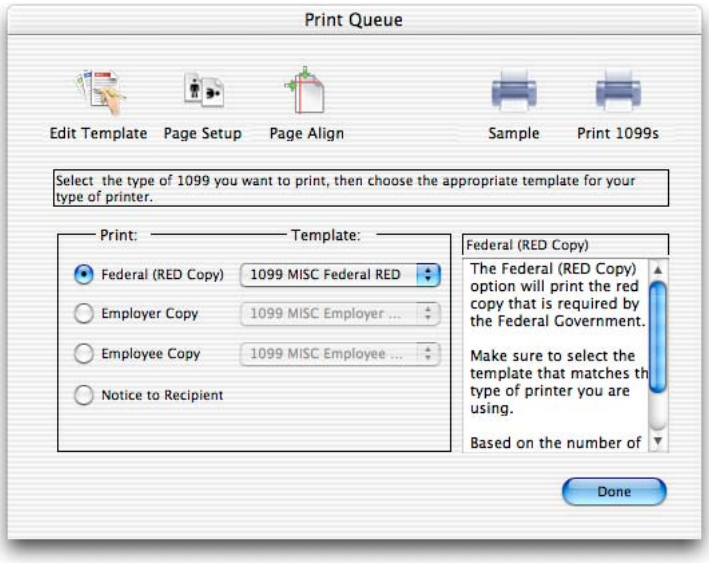
There are two options for printing government report forms.

- **Print the numbers and background picture.**
  This option prints a reproduction of the government form including the text, boxes, and numbers (amounts) exactly as you see it on the screen, onto a **blank piece of paper**.
- **Print just the numbers.**
  This option prints only the numbers (amounts) of your payroll report onto a **pre-printed government form**.

Note: In general, it is always a good idea to print a "test" page before printing onto "pre-printed" and "perforated" form.

Print Queue Window

The Print Queue window is used to print your 1099 forms. The Print Queue is accessed from the **1099 Report Queue** window, by clicking either the **Print** or **Print All** buttons.


Print Queue
Edit Template
Page Setup
Page Align
Sample
Print 1099s
Select the type of 1099 you want to print, then choose the appropriate template for your type of printer.
Print:
Template:
Federal (RED Copy)
1099 MISC Federal RED
Employer Copy
1099 MISC Employer ...
Employee Copy
1099 MISC Employee ...
Notice to Recipient
Federal (RED Copy)
The Federal (RED Copy) option will print the red copy that is required by the Federal Government.
Make sure to select the template that matches th type of printer you are using.
Based on the number of
Done

Print Queue buttons

Use the Print Queue buttons to complete the printing process.

Edit Template

Use the Edit Template button to modify the 1099 template.

*Note: Refer to the **Check Designer** chapter in the **User Guide** for detailed information on editing templates.*

Page Setup

Use the Page Setup button to set up your page options, such as paper size, orientation, and scale for printing your 1099 forms.

Align Printing

The Align Printing feature allows you to move all the template fields vertically and horizontally by the number of pixels you enter. The scale for pixels is preset at 72 pixels = 1 inch. These settings will be applied to all phases of 1099 printing until you exit the 1099 mode. Upon exiting the 1099 mode, the values are reset back to zero.

Sample

Use the Sample button to print a sample 1099 for the currently selected template. Be sure to select the template that matches the 1099 you are printing. For example, if you are printing the Federal Copy make sure the Federal Template is selected.

Note: The sample printout contains actual employee data from the 1099 Report Queue

Print 1099s

Use the Print 1099s button to print your 1099 forms.

Done

Use the Done button to exit out of the Print Queue window.

Print the Federal (RED Copy)

This is the Federal (RED Copy) that you remit to the federal government.

Instruction Set 4–2: Printing the Federal (RED Copy)

1. In the **Print Queue** window, click **Federal** (RED Copy) radio button.

2. From the **Template** pop-up menu, select the appropriate template for your printer.

3 Click **Page Setup** to set up your page (paper size, orientation and scaling) for printing your 1099s. From the **Paper Size** pop-up menu, select **US Letter** and then click **OK**.

4 Click the **Sample** button.

5 From the print dialog window, click the **Print** button.

6 Hold the sample printout in front of a RED pre-printed Copy A form to verify the fields line up to the pre-printed form.

- If the text on your sample printout lines up to an actual pre-printed form, continue on to the next step.
- If the text on your sample printout does not line up to the actual pre-printed form:
  - Click the **Page Align** button if the field location needs to be adjusted; up, down, left or right. When finished adjusting, click the **OK** button to return to the 1099 window.
  - Click the **Edit Template** button if the fields contain the wrong data or need to be removed. When finished adjusting, click **OK** button to return to the 1099 window.

*Note: The **Print Queue** window will indicate how many forms you need to insert into your printer. This is indicated in the 3rd paragraph of instructions in the scrolling list window on the right hand side of **Print Queue** window.*

7 Click the **Print 1099s** button.

8 From the **Paper Size** pop-up menu, select **US Letter** and then click **OK**.

9 Insert the pre-printed RED 1099 forms into the manual feed on your printer.

10 From the print dialog window, click the **Print** button.

Print the Employer Copy

The **Employer Copy** is for the Employer's records. It will print four 1099 recipients per each 8.5 x 14 perforated sheet form.

Instruction Set 4–3: Printing Employer Copy

1. From the menu bar, select Report > View / Print Queue.
2. From the **1099 Report Queue**, select **Print All**.
3. From the **Print Queue** dialog, click the **Employer Copy** radio button.
4. From the **Template** pop-up menu, select **1099 Employer**.
5. Click **Page Setup** to set up your page (paper size, orientation and scaling) for printing your 1099s. From the **Paper Size** pop-up menu, select **US Legal** and then click **OK**.
6. Click the **Sample** button.
7. Insert the legal size perforated sheet into the manual feed on your printer.
8. From the print dialog window, click the **Print** button

*Note: The **Sample** will only print out three of the four 1099 copies.*

9. Hold the sample printout in front of a pre-printed form to verify the fields line up to the pre-printed form.
   - If the text on your sample printout lines up to an actual pre-printed form, continue on to the next step.
   - If the text on your sample printout does not line up to the actual pre-printed form:

- Click the **Page Align** button if the field location needs to be adjusted; up, down, left or right. When finished adjusting, click the **OK** button to return to the 1099 window.
- Click the **Edit Template** button if the fields contain the wrong data or need to be removed. When finished adjusting, click **OK** button to return to the 1099 window.

*Note: The **Print Queue** window will indicate how many forms you need to insert into your printer. This is indicated in the third paragraph of instructions in the scrolling list window on the right hand side of **Print Queue** window.*

10 Click the **Print 1099s** button.

11 From the **Paper Size** pop-up menu, select **US Legal** and then click **OK**.

12 Insert 8.5 x 14 perforated sheets into your printer.

13 From the print dialog window, click the **Print** button.

Print the Recipient's 1099 Copy

This is the copy that goes to the subcontractor. For each recipient in the **1099 Queue**, your printer will print one sheet with four 1099s on it - the federal, state, local, and personal copy.

Instruction Set 4–4: Printing the Recipient's 1099 Copy

1 From the menu bar, select **Report > View / Print Queue**.

2 From the **1099 Report Queue**, select **Print All**.

3 From the **Print Queue** dialog, click the **Employee Copy** radio button.

4 From the **Template** pop-up menu, select **1099 Employee**.

5 Click **Page Setup** to set up your page (paper size, orientation and scaling) for printing your 1099s. From the **Paper Size** pop-up menu, select **US Legal** and then click **OK**.

6 Click the **Sample** button.

7 Insert the legal size perforated sheet into the manual feed on your printer.

8 From the print dialog window, click the **Print** button

*Note: The **Sample** will only printout 3 of the 4 1099 copies.*

9 Hold the sample printout in front of a pre-printed form to verify the fields line up to the pre-printed form.

- If the text on your sample printout lines up to an actual pre-printed form, continue on to the next step.
- If the text on your sample printout does not line up to the actual pre-printed form:
  - Click the **Page Align** button if the field location needs to be adjusted; up, down, left or right. When finished adjusting, click the **OK** button to return to the 1099 window.
  - Click the **Edit Template** button if the fields contain the wrong data or need to be removed. When finished adjusting, click **OK** button to return to the 1099 window.

*Note: The **Print Queue** window will indicate how many forms you need to insert into your printer. This is indicated in the 3rd paragraph of instructions in the scrolling list window on the right hand side of **Print Queue** window.*

10 Click the **Print 1099s** button.

11 From the **Paper Size** pop-up menu, select **US Legal** and then click **OK**.

12 Insert 8.5 x 14 perforated sheets into your printer.

13 From the print dialog window, click the **Print** button.

Print the Notice to Recipient Copy

The Notice to Recipient option prints a report that describes the various fields on the 1099 Form. This notice must be given to each employee with their 1099.

Instruction Set 4–5: Printing the Notice to Recipient Copy

1 From the menu bar, select **Report** > **View / Print Queue**.

2 From the **1099 Report Queue**, select **Print All**.

3 In the **Print Queue** window, click the **Notice to Recipient** radio button.

4 Click the **Sample** button.

5 Insert letter size paper into your printer.

6 From the print dialog window, click the **Print** button.

7 Hold the sample printout in front of a pre-printed form to verify the fields line up to the pre-printed form.

- If the text on your sample printout lines up to an actual pre-printed form, continue on to the next step.
- If the text on your sample printout does not line up to the actual pre-printed form:

- Click the **Page Align** button if the field location needs to be adjusted; up, down, left or right. When finished adjusting, click the **OK** button to return to the 1099 window.
- Click the **Edit Template** button if the fields contain the wrong data or need to be removed. When finished adjusting, click **OK** button to return to the 1099 window.

*Note: The **Print Queue** window will indicate how many forms you need to insert into your printer. This is indicated in the 3rd paragraph of instructions in the scrolling list window on the right hand side of Print Queue window.*

8 Click the **Print 1099s** button. The **Page Setup** window opens.

9 From the **Paper Size** pop-up menu, select **US Letter** and then click **OK**.

10 Insert 8.5 x 11 plain paper into your printer.

11 Click the **Print** button in the Print dialog window.

Printing Form 1096

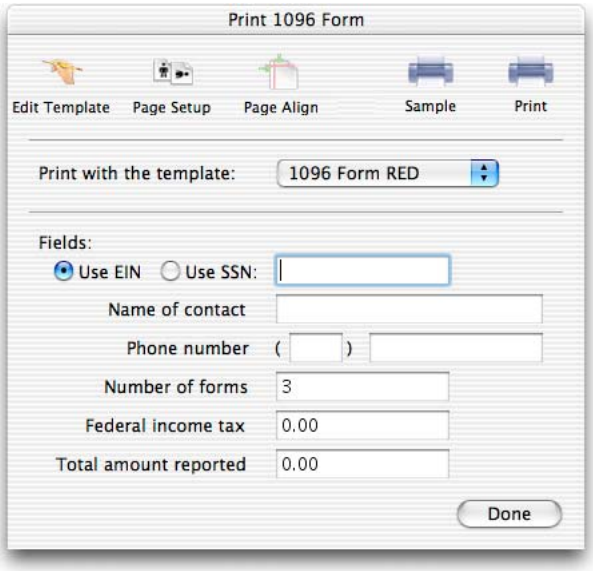
The **Form 1096** report is a summary of all the 1099 forms you are submitting to the Social Security Administration. It is filed along with Copy A of Forms 1099. The information for your 1096 report is extracted from the 1099 forms in the 1099 Report Queue. Therefore, you must make sure all applicable 1099s are in the 1099 Report Queue, and you do not have any duplicated or unnecessary entries.

Note: Be sure the Background Printing is turned off when printing Form 1096.

Instruction Set 4–6: Printing the 1096 report

1 From the menu bar, select **Report** > **View / Print Queue**.

2 From the **1099 Report Queue** window, click the **1096** button.



3 From the **Print with the template** pop-up menu, select the **1096** template for your printer.

4 In the **Fields** section, enter the information you want printed on the 1096 Form.

5 Click the **Page Setup** button to set up your page (paper size, orientation and scaling) for printing your 1099s. From the **Paper Size** pop-up menu, select **US Letter** and then click **OK**.

6 Click the **Sample** button.

7 From the print dialog window, click the **Print** button.

8 Hold the sample printout in front of a pre-printed form to verify the fields line up to the pre-printed form.

- If the text on your sample printout lines up to an actual pre-printed form, continue on to the next step.
- If the text on your sample printout does not line up to the actual pre-printed form:
  - Click the **Page Align** button if the field location needs to be adjusted; up, down, left or right. When finished adjusting, click the **OK** button to return to the 1099 window.
  - Click the **Edit Template** button if the fields contain the wrong data or need to be removed. When finished adjusting, click **OK** button to return to the 1099 window.

9 Click the **Print 1096** button.

10 From the **Paper Size** pop-up menu, select **US Letter** and then click **OK**.

11 From the Print dialog window, click the **Print** button.

Note: Before deleting the 1099s from the 1099 Queue, copy the Payroll 1099 Queue file located in the Employee Files f folder to a floppy diskette. This provides you with a backup if you ever need to access the information at a later date.

CHAPTER 5

Form 940, 940-EZ, 943, and 945

Chapter overview

The following information is covered in this chapter:

- Overview
- Generating forms
  - Processing forms
  - Editing forms
  - Printing forms

Overview

This chapter describes how the Aatrix payroll program generates government payroll Forms 940, 943, and 945. The chapter provides a brief description of each of the forms, followed by instructions on how to generate the forms, and lastly a brief section on how to align the forms in your printer.

The Treasury Department requires certain reports to be filed at the end of the year (e.g., 940). Your Aatrix payroll program makes this task easier for you by taking the necessary information from your employee pay history records and inserting that data into the appropriate spaces on the government report forms provided by the program. These government reports are “self-calculating,” meaning that if you change a value on the form, the rest of the form changes accordingly.

The following is a brief description of each of these reports followed by general instructions for processing and printing them. Your specific circumstances will determine which type of report you need to submit to the government.

Form 940

Use **Form 940** Employer's Annual Federal Unemployment Tax Return - FUTA to report your annual FUTA taxes. Refer to the government's most recent pamphlet "Instructions for Form 940" to complete this form. Form 940 is a two-page report.

Form 940-EZ

Use **Form 940-EZ** (Employer's Annual Federal Unemployment Tax Return - FUTA) to report your annual FUTA taxes. Refer to the government's most recent pamphlet "Instructions for Form 940EZ" to complete this form. Form 940-EZ is a two-page report.

Form 943

Use **Form 943** (Employer's Annual Tax Return for Agricultural Employees) to report employee withholding for farm workers for income tax, social security, and Medicare.

Also, use this form to report taxes on wages of household employees in a private home on a farm operated for profit. (These individuals are considered to be farm employees). For more information, refer to the government's most recent instructions for filing Form 943.

Form 945

Use **Form 945** (Annual Return of Withheld Federal Income Tax) to report income tax withheld from nonpayroll payments made after 1993. Nonpayroll payments include pensions, annuities, military retirement, IRAs, gambling winnings, and backup withholding. Refer to the government's most recent pamphlet "Instructions for Form 945" to complete this form.

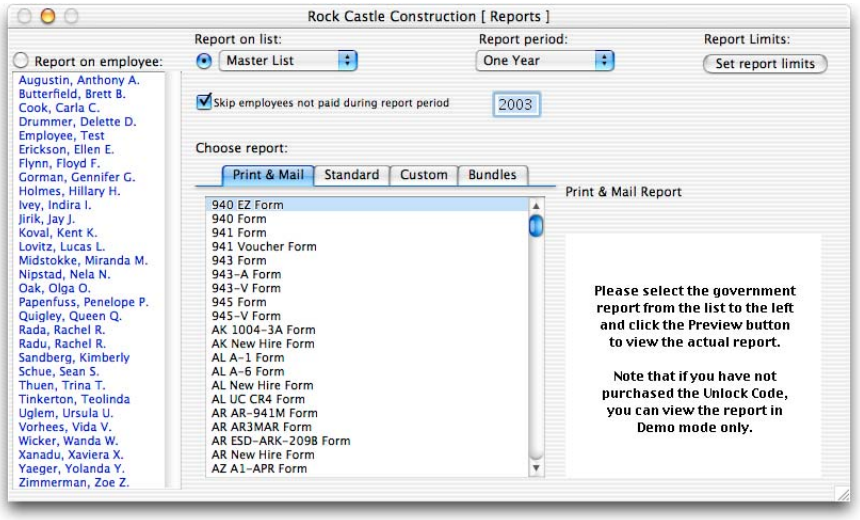
*The instructions assume that you are printing on pre-printed government forms using the **Print just the numbers** command, however the government allows a laser-printed reproduction (**Print numbers and background picture** command in the Print Options window) of some forms. We recommend that you contact the appropriate government agency concerning the rules for the reproduction of forms.*

Generating Forms

Processing Forms

Instruction Set 5–1: Processing form 940, 940-EZ, 943, or 945

1 Launch payroll program. In the Reports tab window, select the Print & Mail tab. Select Form from the Reports list.



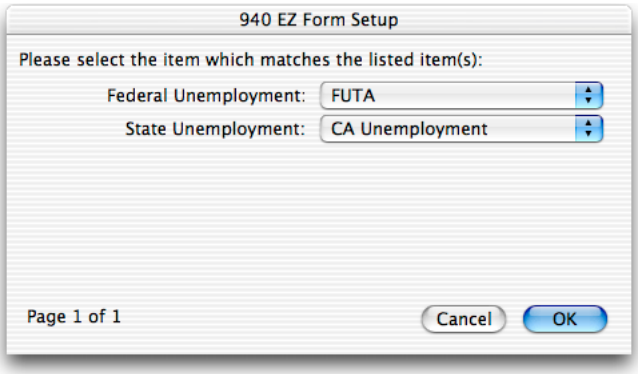
*Note: If the specific Form report option is not displayed in the Reports list, click the **Edit List** button. In the Edit List window, make sure the specific report is selected for display in the Reports List.*

2 Select either Report on List or Report on Employee and then select the appropriate list from the pop-up or employee name.

3 The **Report period** pop-up will default to One Year and the year 2003 will display in the field directly below.

4 You can narrow down the forms to be printed in the **Report Limits** box by selecting to print for a specific department, pay period or other limits.

5 Click the **Preview Report** button at the top of the Reports list to display the appropriate **Form Setup** window.



6 In the **Form Setup** window, using the pop-up menus on the **right**, select the payroll items that match the payroll items listed on the **left**, then click **Next**.

Note: It is essential that you select the correct matching names from the pop-up menus to insure the accuracy of the data displayed on the reports.

7 In the second page of the **Form Setup** window, select the names from the pop-up menus that match the required fields, then click **OK**.

8 The selected report will appear on the screen.

Editing Forms 940, 940-EZ, 943, or 945

The report is designed to look like the actual pre-printed form, with certain fields automatically filled in by the program. You can enter information in any of the non-calculating fields by clicking the cursor in the field and entering the information. You can use the Tab key to move from field to field.

If the form is not very legible, you can refer to an actual pre-printed form or print out a form using the **Print numbers and background picture** option in the Print Options window.

Printing Forms 940, 940-EZ, 943, or 945

Pre-printed Form or Plain Paper?

There are two options for printing government report forms.

- **Print the numbers and background picture.**
  This option prints a reproduction of the government form including the text, boxes, and numbers (amounts) exactly as you see it on the screen, onto a **blank piece of paper**.
- **Print just the numbers.**
  This option prints only the numbers (amounts) of your payroll report onto a **pre-printed government form**.

Note: Contact the appropriate government agency concerning the rules for submitting reproduced forms.

Instruction Set 5–2: Printing forms 940, 940-EZ, 943, or 945

1 In Report Preview, select **File > Print Report**. In the window that displays, click the **Print just the numbers** radio button, select the appropriate template, and then click **OK**.

CHAPTER 6

Backing Up Data

Chapter overview

The following information is covered in this chapter:

- Overview
- Automatic Backup
- Program Backup
- Manual Backup

Overview

As in any computer program, the data contained in each of your employee files should be backed up frequently. This will ensure that none of your payroll information is lost should you encounter problems with your hard disk. This data should be backed up every time you run payroll.

Note: A point to consider when deciding how often to back up. How may days worth of information do you want to re-enter into the computer should a hard disk failure occur?

There are three ways to backup your payroll records.

- Automatic Backup
- Program Backup
- Manual Backup

Note: If you have SAM (Symantec AntiVirus for Macintosh) installed on your computer, the SAM™ Intercept Suspicious Activity Alert dialog will appear when you use Automatic Backup or Program Backup. After selecting Allow, Deny, or Remember in the Alert dialog, the Backup dialog won't be redrawn. Don't worry about this because it does not interfere with the backup process.

Automatic Backup

The program defaults to automatic backup. This means that whenever you print or edit a check, you are prompted to back up when you quit the program. There is always the possibility of hard disk failure or damage to your data due to a variety of causes. *Therefore, always keep a backup of your data.* The automatic backup procedure is controlled in the Program Preferences.

Instruction Set 6–1: Backing Up automatically

1 To access the Preferences, you can either select **Edit** > **Preferences** or in the Company tab window, click the **Preferences** button.

2 Select **Program**.

3 Place a check mark in the box next to **Automatic backup if checks are printed or edited**.

4 Click the **OK** button.

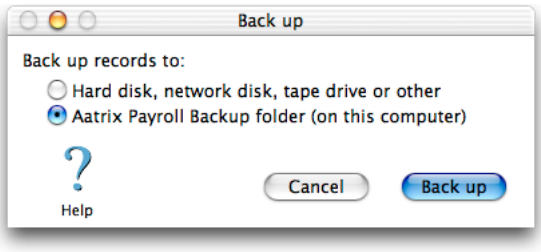
Program backup

You can also back up your data at any time from within the payroll program. These instructions will step you through the process.

Instruction Set 6–2: Backing Up in the program

1 In your payroll program, open the company you want to back up.

2 Select **File** > **Back Up**.



Note: If the option **Automatic backup if checks are printed or edited** *is selected in* **Program Preferences**, *the above dialog will appear when you quit the payroll program.*

3 Select the backup option you want.

Hard disk, network disk, tape drive, or other
This option places your backup files on external disk drives, network servers, or removable media. Selecting this option spawns an Open File (or Getfile in OS 9) window in which you specify the backup destination.

Aatrix Payroll backup folder (on this computer)
With this option, a folder containing your company backup files is created and placed within the Aatrix Payroll folder.

4 Click the **Backup** button.

The amount of time the backup takes to complete depends on the size of your company payroll files.

Manual backup

To manually backup your payroll files follow these instructions.

Instruction Set 6–3: Backing up manually

1 Quit out of your payroll program if it is running.

2 Insert the backup disk into the disk drive.

3 Open the **Aatrix Payroll *f*** folder.

4 Hold down the **option key** while dragging your **Company folder, Defaults *f* folder**, and the **Shared *f* folder** to the **backup disk**. This will make a copy of these folders on the backup disk.

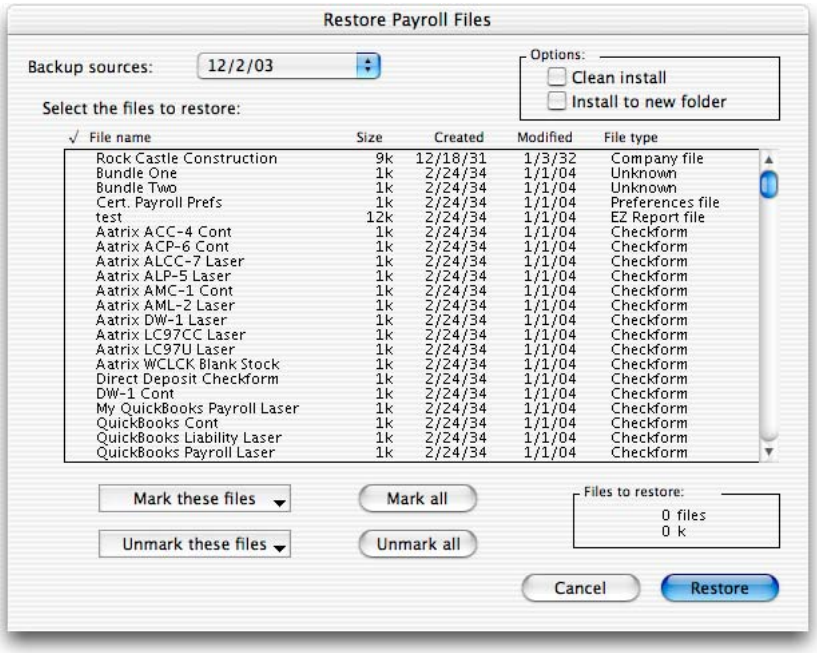
5 After manual backup is completed, eject the disk and store it in a safe place.

Restoring from a backup

The program offers a broad array of choices for file restoration. From an individual file, to a category (e.g., Register Files, Employee Evaluations), to a full install, you can tailor the restoration process to fit for your needs.

Instruction Set 6–4: Restoring from a backup

1 Select **File > Restore**.


Restore Payroll Files
Backup sources:
12/2/03
Options:
Clean install
Install to new folder
Select the files to restore:
File name
Size
Created
Modified
File type
Rock Castle Construction 9k 12/18/31 1/3/32 Company file
Bundle One 1k 2/24/34 1/1/04 Unknown
Bundle Two 1k 2/24/34 1/1/04 Unknown
Cert. Payroll Prefs 1k 2/24/34 1/1/04 Preferences file
test 12k 2/24/34 1/1/04 EZ Report file
Aatrix ACC-4 Cont 1k 2/24/34 1/1/04 Checkform
Aatrix ACP-6 Cont 1k 2/24/34 1/1/04 Checkform
Aatrix ALCC-7 Laser 1k 2/24/34 1/1/04 Checkform
Aatrix ALP-5 Laser 1k 2/24/34 1/1/04 Checkform
Aatrix AMC-1 Cont 1k 2/24/34 1/1/04 Checkform
Aatrix AML-2 Laser 1k 2/24/34 1/1/04 Checkform
Aatrix DW-1 Laser 1k 2/24/34 1/1/04 Checkform
Aatrix LC97CC Laser 1k 2/24/34 1/1/04 Checkform
Aatrix LC97U Laser 1k 2/24/34 1/1/04 Checkform
Aatrix WCLCK Blank Stock 1k 2/24/34 1/1/04 Checkform
Direct Deposit Checkform 1k 2/24/34 1/1/04 Checkform
DW-1 Cont 1k 2/24/34 1/1/04 Checkform
My QuickBooks Payroll Laser 1k 2/24/34 1/1/04 Checkform
QuickBooks Cont 1k 2/24/34 1/1/04 Checkform
QuickBooks Liability Laser 1k 2/24/34 1/1/04 Checkform
QuickBooks Payroll Laser 1k 2/24/34 1/1/04 Checkform
Mark these files
Mark all
Unmark these files
Unmark all
Files to restore:
0 files
0 k
Cancel
Restore

2 From the **Backup Sources** pop-up menu, select the source of the backup files from which the data will be restored.

Restore from other...

This option opens a Getfile dialog in which you specify the location of the backup files.

MM/DD/YYYY

By default, the program will automatically display the most recent back-up made (if available to the system or on a local drive).

3 (Optional) Under **Options** in the upper right corner of the window, select an install option.

4 Mark the files you want to restore. Checkmarks (√) appear next to the file names of marked files.

Individual Files

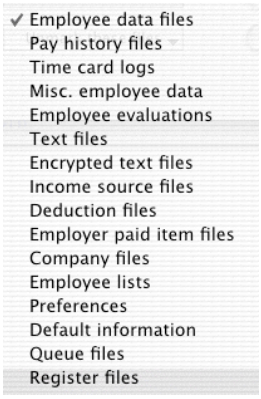
To restore an individual file or group of files, mark your choices by moving the mouse pointer over the filename you want and then clicking.

All Files

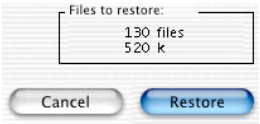
To restore all the files, click the **Mark All** button.

Mark by category

Use the pop-up menu to select (or de-select) a specific category of files to restore (e.g., pay history files, time card logs).



The number of files and the total file size of your selections display in the **Files to restore** box in the lower right corner.



5 When selections are made, click **Restore**.

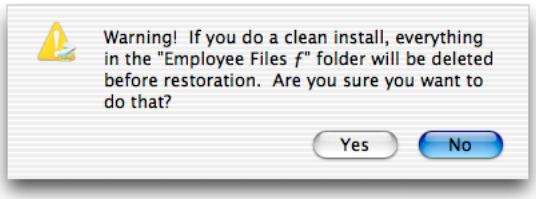
Install options

Again, the **Restore** feature offers a fully customizable array of choices for you to make, from the most basic, as described in the instructions above, to the more exact and customized, we cover next.

Clean install

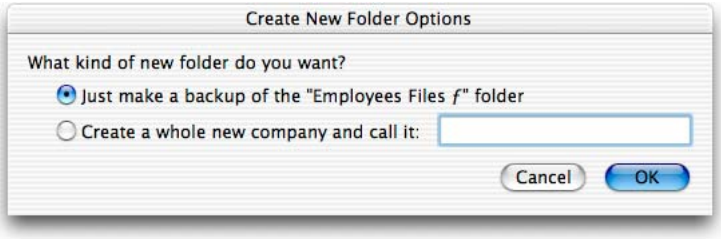
This is an excellent choice to make if you're not certain which files were corrupted, damaged, or accidentally deleted and emptied from the Trash.

When this option is marked and you click Restore, an alert message will appear informing you that a clean install will delete everything in the existing Employees *f* folder. If you have data in this folder that is up to date and you know for sure is not damaged or lost, do **NOT** perform a clean install.


Warning! If you do a clean install, everything in the "Employee Files f" folder will be deleted before restoration. Are you sure you want to do that?
Yes
No

Install to a new folder

When you mark this option, the following dialog appears allowing you to restore your data to a new folder.


Create New Folder Options
What kind of new folder do you want?
Just make a backup of the "Employees Files f" folder
Create a whole new company and call it:
Cancel
OK

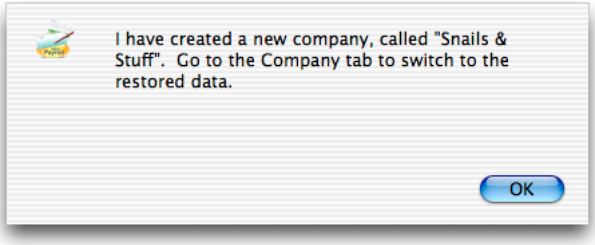
Just make a backup of the "Employee Files *f*" folder

Selecting this option creates a duplicate/backup Employee Files *f* folder, called Employee Files *f*.1, using the most recent data. The program places this new folder in the company folder of the currently open company.

Create a whole new company and call it...

If you select this radio button, fill in the name of your new company in the text box, then click **OK**. In the Restore Payroll Files window, make sure all the files are selected before clicking **Restore**.

A message similar to the following will appear when the process completes. In the Company tab window, note that the original company information is intact. Edit fields as needed to match the new company name. Likewise, in the Liabilities tab window, the check register and pay history records are also intact as of the last backup date.



CHAPTER 7

Closing the Year

Chapter overview

The following information is covered in this chapter:

- Year-End Close

Year-End Close

The **Year-end Close** process allows you to delete (or purge) specific payroll files for specific payroll periods. The Year-end Close process can also delete all of your payroll records, if you choose.

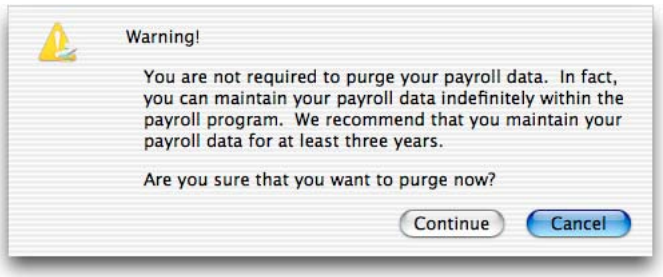
Before closing out your 2003 payroll year, be sure to make a complete **backup** of all your 2003 pay history records and generate all the related and relevant payroll reports you need from those records.

Note: You are not required to close out your payroll records at the end of the year! The payroll program does allow you to keep your prior year payroll records within the payroll program forever. Consult your CPA in regards to the appropriate amount of prior year payroll data you need to maintain.

Instruction Set 7–1: Closing payroll for the year

1 Select **Utilities > Purge Data**

2 The following warning message will display.


Warning!
You are not required to purge your payroll data. In fact, you can maintain your payroll data indefinitely within the payroll program. We recommend that you maintain your payroll data for at least three years.
Are you sure that you want to purge now?
Continue
Cancel

3 Click the **Continue** button to display the **Purge Data** window.

Note: Depending on which payroll program you are using, some options will be grayed out.

4 In the **Delete** section check the appropriate boxes:

- **Pay history records**: The program will permanently delete the employee payroll records. The employee name and address information as seen in the Employees tab window will remain intact.
- **Time card records**: By checking this box, the program will delete stored records containing the employees In and Out times. This box pertains only to users using the Aatrix Time Card and Time Card Remote features.
- **Check Register**: If checked, the program will delete all paychecks in the payroll check register. If you have more than one register, you can click in the pop-up box and choose the register you would like to remove the information from.

- **Liability Register**: Checking this box will delete detailed information about each payroll liability you have created in the program. Like the check register, you can click the pop-up box to choose a specific liability register to purge or an option to purge data from all registers.
- **FSA Register**: The Flexible Spending Account register is a feature available only in Ultimate Payroll and Top Pay. Checking this box will remove information regarding the employee flexible spending accounts, such as health insurance. Clicking the pop-up box will display the option to purge data from a specific FSA register or you can purge data from all registers.
- **For the time period**: In this field you can set the program to delete records before a certain date by entering a date in the field or have the program delete all pay history records by marking the radio button.
- **From the employee(s)**: You have the option to remove information from a specific employee list, the Master Employee list or a specific employee (the one selected prior to accessing this window).

Note: It is recommended that you use your Master List for this process. The program will delete only the .RECS file (contains the payroll records) and .LOGS file (contains Time Card information), if selected in the previous step, of each employee on the list.

5 Click the **Continue** button.

6 A window will display asking if you wish to continue. Click the **Continue** button in this window if you choose to purge your data and close out the year for Payroll.

Appendix A

Menu Commands

Chapter overview

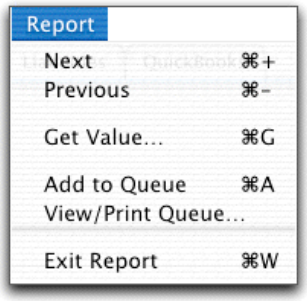
The following information is covered in this chapter:

- Report Menu commands
- File Menu commands
- Setting Up Vendors
- 1099 Exchange for MacP&L

Appendix A - Menu Commands

The Report Menu

When processing **W-2s, W-3s,** and **1099**s, the menu bar will display a menu item called **Report**.



A brief description of each command in the **Report** menu follows.

Next/Previous

As you click on the **Next** or **Previous** buttons, a new **W-2** or **1099** will appear on your screen displaying the Next or Previous name on your Employee List. This feature allows you to select the specific employees whose W-2s and 1099s you want to add to the report queues. Next and Previous are grayed out unless you have added employees to the queue and are moving back and forth between them.

Get Value

The payroll program automatically inserts payroll data onto your W-2 and 1099 forms. However, depending on your payroll situation, you may want to modify your W-2 or 1099 forms by adding specific payroll data onto them. Use the **Get Value** command to assign specific payroll data to specific fields on your W-2 or 1099 forms.

This command is normally grayed out on the Report menu unless your cursor is in one of the fields for which a value can be inserted.

Instruction Set A–1: Using the Get Value command

1 From the selected W-2 or 1099 form, place the cursor into the field you want to insert specific payroll data into.

2 Select Report > Get Value. In the dialog that opens, all the payroll items available for that employee are listed.Select the payroll item you want entered into the W-2 or 1099 field.

3 Select one of the following:

- **Add to field**
  The amount from the employee file is added to the amount that is currently in the W-2 or 1099 field.
- **Overwrite field**
  The amount from the employee file replaces / overwrites the amount currently in the W-2 or 1099 field.
- **Append to field (Boxes 13 & 14 only)**.
  Use this checkbox only for editing the amount in Box 13 or Box 14. When selecting this option, the program adds the selected payroll item amount to the amount already entered in Box 13 or 14.

4 Select **Remember** - (Optional).

Select this feature if you want to insert the amount of the selected payroll item into all subsequent employee forms.

5 Click **Get It**.

The program searches the employee's file, extracts the amount of the payroll item selected, and inserts that amount into the specified field on the W-2 or 1099 form.

Note: Amounts will only be available if there are pay history records existing for the selected employee.

Add to Queue

Use this command (pronounced "Q") to add the currently displayed W-2 or 1099 form to the W-2 Queue or 1099 Queue. This allows you to process all or just a portion of your W-2s and 1099s and then print them as a batch when you are ready. This feature is designed so that you can quit the program at anytime and all the W-2s or 1099s that you have added to the queue will be saved. You can then return at a later time to print them.

View/Print Queue

This option takes you to the W-2 Queue and 1099 Queue. The View/Print Queue command is grayed out (not available) if no employee W-2s or 1099s have been added to the Queue.

Import to Queue

This feature is available when processing 1099s. Use this command to import a file that contains your 1099 information. When you select the Import to Queue command, a Getfile dialog appears allowing you to open the file to import.

Exit Report

Selecting this command closes the active window and returns you to the Reports tab window.

Print Options

Pre-printed Form or Plain Paper?

There are two options for printing government report forms.

- **Print the numbers and background picture.**

  This option prints a reproduction of the government form including the text, boxes, and numbers (amounts) exactly as you see it on the screen, onto a **blank piece of paper**.

- **Print just the numbers.**

  This option prints only the numbers (amounts) of your payroll report onto a **pre-printed government form**.

Page Setup

When you select the Page Setup command, the standard Page Setup dialog box appears allowing you to choose paper size, orientation, and scale.

Print Report

Use this command to print the report that is currently displayed on the screen.

Auto-Calculation

By default, the fields on government forms are calculated automatically. Any time you change a number (amount) on the form, all fields that are affected by that change are automatically recalculated including the ending balances.

Setting Up 1099 vendors

You need to set up your vendors correctly at the time of your **first payment** in order to insure that your 1099s are processed correctly at the end of the year!

Instruction Set A–2: Setting up a vendor

1. Create a separate employee list called **Vendors** to track all of your vendor payments.

2. In the **Payroll Items** tab window, click the Employee List Settings and New Employee Settings options to make sure that no employee paid contributions and employer paid deductions are assigned to the vendors.

3. In the **Employees** tab window, set up your vendors, creating the vendor in the same manner you would an employee.

4. Mark the **1099 Recipient** checkbox if this vendor is to receive a 1099 form.

Instruction Set A–3: Entering vendor payments

1. In the **Process Payroll** tab window, enter all payments made to vendors in the **Gross Amount** field.

2. Click the **Record Check** button to record the check.

1099 Exchange for Aatrix MacP&L

Use the following instructions if you are an Aatrix MacP&L user and need to print 1099 MISC forms for your 1099 vendors. The process involves two steps: 1) creating a 1099 Exchange file from Aatrix MacP&L, and 2) opening this file in your payroll program and printing the 1099 MISC forms.

Multi-Company Users need to process and print all of your 1099s for one company before moving on to the next company. Your payroll program can only read the data in one 1099 Exchange file at a time.

Creating 1099 Exchange Files in MacP&L

Instruction Set A–4: Creating a 1099 Exchange file in MacP&L

The first step is to create a 1099 exchange file in Aatrix MacP&L.

*Note: Only those vendors who are marked as 1099 vendors in the **Edit Vendor** window are included in the 1099 Exchange file. If you edit the vendors and make them 1099 vendors, at the end of the year none of the transactions will be exported.*

1. In Aatrix MacP&L, open the company you need to print 1099 MISC forms for.
2. From the menu bar, select **Payroll > 1099 Exchange**.
3. Enter the **date range** of the 1099s, then click **Proceed**.
4. A 1099 Exchange Report opens. This report shows all 1099 transactions for the selected reporting period.
5. From the menu bar, select **Payroll > Open Payroll**.

Note: If your payroll program is not currently open, a Getfile dialog will appear allowing you to locate and open your payroll program.

Opening the 1099 Exchange file

Instruction Set A–5: Opening the 1099 Exchange file

*Note: Open your payroll program and verify that your payroll program is **linked** to Aatrix MacP&L by selecting **Edit** > **Preferences** > **Accounting Options > Menu link to**.*

1. Click the **Reports** tab window.
2. From the **Reports** list select **Form 1099**, then click **Preview Report**.
3. Select the type of **1099s** to process, then click **Select**.
4. From the **Report** menu, select the **View/Print Queue**. The vendors from your 1099 Exchange file will appear in the 1099 Report Queue. Please refer to the steps in Chapter 4 "Step 3 - Print your 1099s" on page 4-8 to complete the printing of your 1099s.

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